


**WYOMING DEPARTMENT OF AGRICULTURE**
**ANALYTICAL SERVICES**

1174 Snowy Range Road Laramie, WY 82070
Telephone: (307)-742-2984 FAX: (307) 742-2156

**E-mail:** aslab@state.wy.us
**Internet:** http://wyagric.state.wy.us/aslab/aslab.htm


# WATER ANALYSIS REQUEST AND COLLECTION REPORT

This form should only be used for the Water Supply Series of Analyses. Analysis codes a, b, c, d, or e on the back side

**Additional Comments:**

| | |
|---|---|
| **AMOUNT ENCLOSED:** | **$** |
| **NAME:** | |
| **ADDRESS:** | |
| **CITY:** | |
| **STATE:** | **ZIP CODE:** |
| **Telephone No:** | |
| **FAX Number:** | |
| ***e-mail address:** | |

Results by Phone or FAX? (Add $2.00) [ ] Yes [ ] No

**Results by e-mail?** (See note below)* **[ ] Yes [ ] No**

| Analysis Code | | Prepaid | Billed |
|---|---|---|---|
| [ ] a | w/o Total Coliform | [ ] $87 | [ ] $96 |
| [ ] a | with Total Coliform | [ ] $94 | [ ] $104 |
| [ ] b | w/o Total Coliform | [ ] $56 | [ ] $62 |
| [ ] b | with Total Coliform | [ ] $63 | [ ] $70 |
| [ ] c | w/o Total Coliform | [ ] $26 | [ ] $30 |
| [ ] c | with Total Coliform | [ ] $36 | [ ] $40 |
| [ ] d | no Total Coliform | [ ] $63 | [ ] $70 |
| [ ] e | Septic Guard | [ ] $18 | [ ] $20 |
| [ ] f | Total Coliform Only | [ ] $10 | [ ] $12 |

## COLLECTION REPORT - THIS SECTION MUST BE COMPLETED

Sampling location:_____ Is the source chlorinated? [ ] Yes, [ ] No

Date / Time Collected:_____ Sampled By:_____

**PRIMARY USE OF THIS WATER**
- [ ] Domestic
- [ ] Irrigation
- [ ] Livestock
- [ ] Food Processing
- [ ] Waste Water Discharge
- [ ] _____

**CLASS OF WATER SOURCE**
- [ ] Community supply
- [ ] NCNT supply
- [ ] Private supply

**TREATMENT PRIOR TO SAMPLING LOCATION**
- [ ] None
- [ ] Filtration
- [ ] Reverse Osmosis
- [ ] Water Softener
- [ ] Distillation

## PLEASE COMPLETE THIS SECTION

Source of water is: [ ] Well, [ ] Spring, [ ] Stream, [ ] Lake, [ ] Other_____

Location of Source: _____1/4 Sec. _____Sec. _____T _____R

Distance and direction from section corner or landmark:_____

Source is located _____miles from _____(town) in _____(county).

## WELL INFORMATION

Casing diameter in inches:_____ Casing material:_____ Draw down/time:_____

Discharge in gallons/minute:_____ Submersible pump make & model:_____

Odor: Gas: Color: Taste:

Date Requested:_____ Date Received:_____ Lab No:_____

## SEE THE NEXT PAGE FOR STD. TESTS AND SAMPLE REQUIREMENTS.

*** Note:** Analytical Services would like to send your analysis report via e-mail as an "Adobie PDF" file. The report will look the same as what you have been receiving in the mail but you will receive it several days sooner.

| | | Billable Cost | | Prepaid Cost | |
|---|---|---|---|---|---|
| **Code** | **Water Analysis Packages & Analytes** | **w Coliform** | **w/o Coliform** | **w Coliform** | **W/o Coliform** |
| A | **Water Supply Development Series** - Ca, Mg, Na, SAR, K, Co3, HCO3, Cl, SO4, F, No2+NO3,, pH, Conductivity, Hardness, Corrosivity, TDS, Total Alkalinity, Cu, Fe, Pb, Mn & Zn | $104.00 | $96.00 | $94.00 | $87.00 |
| B | **Water Supply Rural Health Series** - Ca, Mg, Na, SAR, K, Co3, HCO3, Cl, SO4, F, No2+NO3, pH, Conductivity, Hardness, TDS & Total Alkalinity | $70.00 | $62.00 | $63.00 | $56.00 |
| C | **Water Supply Property Transfer Series** - Cl, F, NO2+NO3, SO4, TDS, Total Coliform & Conductivity | $40.00 | $30.00 | $36.00 | $26.00 |
| D | **Water Supply Production Agriculture Irrigation Series** - Ca, Mg, Na, SAR, K, Co3, HCO3, Cl, SO4, F, No2+NO3, Boron, pH, Conductivity, Hardness, TDS & Total Alkalinity | $78.00 | $70.00 | $70.00 | $63.00 |
| E | **Septic Guard,** Total Coliform, Heterotrophic Plate Count & Nitrates | $20.00 | | $1800 | |
| F | **Total Coliform** | $12.00 | | $10.00 | |

## WATER SAMPLING INSTRUCTIONS

**READ CAREFULLY AND COMPLETELY BEFORE SAMPLE COLLECTION**

**Call the laboratory if you have questions.**

### GENERAL PROCEDURES AND INFORMATION

Relevant to your request for water analysis, laboratory personnel have prepared and shipped to you the appropriate sample containers. These bottles, vials and/or Whirl-Paks contain the correct preservatives. **DO NOT RINSE THESE BOTTLES PRIOR TO FILLING.** Depending on the parameters to be determined, the number of bottles supplied will vary. If more than one source is to be sampled, relevant to your request, it will be necessary to separate the bottles into sets. The label on each bottle will identify the set and the preservative (eg. Set No. 1, Plain; Set No. 1, HNO3; Set No. 1, H2SO4; Set No. 2, Plain; etc.)

Samples must be representative of the discharge stream, monitoring well or the potable water distribution system. For potable water, the tap used for sampling MUST NOT be a mixing valve and must be clean and free of aerators, strainers, hose attachments and purification devices. You must be able to regulate the flow at the sampling tap. A steady flow of water should be maintained for **3 - 5 minutes** prior to sampling. Collect the samples as per the instructions on the following pages. DO NOT remove the cap from more than one bottle at a time. After filling that bottle, re-cap it before proceeding to the next bottle in the set, **NOTE:** Water samples for lead and copper testing have specific sampling requirements, which take precedence over this general requirement.

After filling the bottles, cap tightly, and with a pen containing permanent ink fill out the requested information on the bottle label and the **Water Analysis Request and Collection Report.** Retain a copy of the water analysis request and collection report for your records and return the original and the samples to the laboratory for analysis. We recommend all paper work sent with the samples be placed in a ***ZIP LOCK*** storage bag. This will protect reports, letters, checks, etc. from water if a sample container should leak in transit.

In order to conform to E.P.A. sampling practices the collected samples should be returned to the laboratory in the same cooler in which the bottles were shipped to you. Note: Before shipping the samples to the lab, it will be necessary to freeze the ice packs which were shipped with your sample bottles. Samples should be collected and shipped early in the week, no later than Wednesday. You will need to evaluate the method of transportation in light of the analyses requested. For example, water requiring a total coliform determination must be received by the laboratory within 30 hours of collection, therefore you will have to coordinate collection with the mode and class of transportation.

Because the data generated relative to the analysis of your samples may be used to fulfill E.P.A. monitoring requirements, these procedures must be followed. Failure to follow recommended procedures will cause the laboratory to reject your samples for analysis.

**We strongly recommend the collection report, any other documents and checks be placed in a zip-lock bag before placing them in the shipping container.**

## BACTERIOLOGICAL SAMPLING

**READ CAREFULLY BEFORE PROCEEDING**

Drinking water samples collected for bacteriological (total coliform) analysis **MUST** be collected in sterile containers using aseptic techniques. We recommend the use of sterile whirl-paks for bacteriology samples. Other containers may be used but they must be thoroughly cleaned and both the container and lid must be boiled for at least 20 minutes prior to filling with the sample water. We also recommend that you thoroughly clean and rinse the faucet, the sink, your hands and the area adjacent to the sampling tap prior to sample collection. **Remember, you must remove the aerator from the sampling tap before sample collection**.

If the source is chlorinated a whirl-pak containing thiosulfate should be used; if not chlorinated, a plain whirl-pak should be used. In either case the bags are sterile. Tear the top of the bag off at the perforations and fill 3/4 full (a minimum of 100 milliliters). Pull outward on the ears of the bag and while holding firmly **spin** the bag **rapidly** around the top at least **3 times**, bend the ears up and twist them together to hold the top in place, package carefully and ship back to the laboratory for analysis. NOTE: It is important to have some air in the bag between the top of the water and the top of the sealed whirl-pak.

Drinking water supplies should be received by the laboratory within **30 hours** of collection, and **need not be refrigerated.** Discharge or sewage samples **must be refrigerated** after collection and must to be received by the laboratory within 6 hours of collection.

**We strongly recommend, you collect and ship samples on Monday, Tuesday or Wednesday. You may hand deliver samples to the lab Monday through Friday. We appreciate it if bacteriology samples arrive before 3:00 in the afternoon.**

## INORGANIC CHEMISTRY

Remove the caps from the bottles, one at a time, fill, re-cap, fill out the label, cool to 4 degrees C. (40 degrees F.) as soon after collection as possible, and return the samples to the laboratory for analysis using the methods outlined in **General Procedures and Information.**